



Freight Payment and Audit Operations Manager

Location: Elmhurst, IL

TranzAct Technologies is an established, privately held company headquartered in Elmhurst, IL. We pride ourselves on being an integrated logistics resource company focused on client satisfaction and driving value to our client's business. We are currently seeking a Manager of Operations to play a leading role in ensuring our clients receive superior service. This is a "hands on" managerial position overseeing the processing freight payment and audit teams. This position reports to the Director of Operations.

Responsibilities:

- Supervise and coordinate the activities of the operations/processing teams.
- Provide regular coaching, counseling, and communication to associates.
- Establish goals, define and plan projects to ensure operational strategies are focused on and executed.
- Interact daily with other departments to resolve operational issues.
- Capture and analyze data on current processes to develop plans to meet established and future business needs.

Qualifications:

- Excellent interpersonal and leadership skills.
- Excellent written and verbal communication skills.
- Strong planning, time management and organizational skills.
- Ability to solve problems, achieve results and foster strong customer service relationships.
- Minimum five years of job related experience required
- Excellent in Micro Soft Suite skills, including Office, Excel and Access.
- Programming experience, a plus.
- Prior experience in reporting or analytical capacity
- Transportation experience is required - in LTL and TL
- Freight payment experience required

Job Type: Full-time

Experience:

Management: 5 years (Required)